

User's Guide

1999 RUS Electronic Form 479

CHANGES TO THE PROGRAM:

The 1999 form differs significantly from last year's version since many data items are no longer needed. The following list explains the changes in the various parts of the revised form.

Part A. Balance Sheet:

- ◆ We have added a Prior Year column to each side of the Balance Sheet. Since many borrowers submit their 479's before completion of their CPA audits, we have added this column to allow us to receive audited figures for the balance sheet, just as we do via the Last Year column which has been part of the income statement (Part B) for a number of years.
- ◆ Lines 3 and 4 have been amended. In the past we split Other Accounts Receivable into two components, Affiliates and Non-Affiliates. However, to determine compliance with the distribution provisions of the older RUS mortgage, we need to separate Telecommunications Accounts Receivable and Notes Receivable into the same components. To simplify this collection, we grouped all three accounts into Affiliates (Line 3) and Non-Affiliates (Line 4) sections.

Part B. Statements of Income and Retained Earnings or Margins:

- ◆ We have added an additional Line 48 to calculate Debt Service Coverage Ratio (DSCR). This is an additional measure of loan security which compares net income after adding back fixed charges, depreciation, and amortization with total debt service (i.e. principal and interest paid). No additional inputs are needed to calculate this ratio.

Part C. Subscriber (Access Line) and Route Mile Data:

- ◆ The remaining data items from the old Parts C and G have been combined in this section. This was a logical step since both sets of data were reported on an exchange basis.
- ◆ In addition to the special input line for "Route mileage outside of exchange area" which was maintained from the old Part G, we have added a new special input line labeled "Mobile Wireless." This line is intended to capture the total number of mobile wireless subscribers served by the borrower which are not being captured in any of the exchanges. We have added this line to ensure that we do not have an artificially low subscriber total by failing to capture these mobile subscribers.

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Part D. System Data:

- ◆ Lines 1 and 2 (Numbers of Employees) in this section were formerly included at the end of the old Part C.
- ◆ Lines 3-5 (Square Miles Served and Subscriber Densities) in this section came from the old Part H. Only line 3 requires input; lines 4 and 5 are calculated.

Part E. Toll Data:

- ◆ This section contains the questions regarding the types of toll settlements the borrower has which were formerly found in Part I.

Part F. Funds Invested in Plant During Year:

- ◆ This section is unchanged, except that it has been widened on the page.

Part G. Investments in Affiliated Companies:

- ◆ This section contains the summary data for investments in affiliates which was formerly found in the old Parts J1 and J2.

Part H. Current Depreciation Rates:

- ◆ This section contains the depreciation rate information formerly collected in Part O. The equipment categories have been modified to correspond with the FCC Uniform System of Accounts.

Functional Changes to the Program:

A. Fewer Files:

The program is smaller than in past years and contains far fewer files. This promotes greater speed of operation and reduces the space needed on the hard drive.

B. Excel and Lotus printing for incompatible printers:

For the last few years, some users who only had inkjet printers were frustrated by the program requirement that a laser printer be used. To help accommodate those users we have added Excel and Lotus 1-2-3 printing capabilities. To print from either of those software packages, choose **eXport for printing** from the Print menu. This will create a file called PRINT.DAT in the root directory of your C:\ drive.

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After exiting the 479 program, open Excel or Lotus and then open the file called PRINT.XLS or PRINT.WK4, depending on which software package you are using. The files PRINT.XLS and PRINT.WK4 will be located in the directory which contains the 479 program. Once you open the file, you will see a large macro button on the screen. Click on that button to print. When finished, close the file. It is not necessary to save changes to the PRINT.* file. These files were created in Excel 5.0 and Lotus 1-2-3 Release 4 for Windows, respectively, but they should be forward compatible to newer releases.

1. SYSTEM REQUIREMENTS:

A. Memory and Disk Space:

Available Memory: 442 KB conventional + 1 MB **expanded** (handled automatically by Windows 95/98)

Disk Space: 1.0 MB

B. Printer:

In order to print **directly from the program**, you must use an HP Laserjet or 100% compatible laser printer. The forms can be printed on any model Laserjet except the original Laserjet series. If you are not connected to the printer using port LPT1, you must use DOS to redirect LPT1 to the port through which you actually print.

The restriction on printing mentioned above only applies to the formatted output of the RUS Form 479 itself. The error report which the program generates can be printed on any printer, provided that output is able to go through LPT1.

For further information on **Lotus or Excel printing capabilities**, see the last part of the Changes to the Program section of this User's Guide.

2. INSTALLING THE PROGRAM:

(Windows 3.1 or 3.11 Users) Open File Manager and locate the SETUP479.EXE file. Double click on it to begin the Install program. To complete installation, follow the instructions on the screen.

(Windows 95/98 Users) Double click on SETUP479.EXE from Windows Explorer or activate it by Clicking [Start] [Run].and then browsing to the location where you downloaded the file. To complete installation, follow the instructions on the screen.

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3. STARTING THE PROGRAM:

(Windows 95/98) To begin the program immediately after installation, refresh Windows Explorer to make sure that the drive and directory in which you installed the program are current. (The default drive and directory are C:\479_99.) View the contents of the directory in which you installed the program and double click on **FORM_479** (Application).

(Windows 3.1 or 3.11) To begin the program, use File Manager to locate the **FORM_479.EXE** file. (The default drive and directory are C:\479_99). Double click on FORM_479.EXE to start the program.

(DOS Session) To begin the program, first make sure that the drive and directory in which you installed the program are current. (The default drive and directory are C:\479_99.) Then type **FORM_479** and press [Enter].

The first time you enter the program, it will jump directly to the borrower identification section. You must enter the borrower identification before the program will permit you to reach the main menu. This is designed to prevent anyone from completing the form and forgetting to identify the borrower.

4. INPUTTING DATA:

To input data into any part of the Form 479, first select Input/Edit Data from the main menu. This will bring up a menu listing the various parts of the form. Selecting the desired part will bring up an input screen for that section. Data should be typed into the entry form on the appropriate lines.

To navigate a particular entry form, use the arrow keys or the mouse, if available. There is no automatic cursor movement so you may enter data on any lines you wish in any order. Sometimes a particular input form is too wide or too long to fit on the screen all at once (examples include Parts A and B). To reach portions of the form currently off screen, use the arrow, [Page Up], [Page Down], [Tab], and [Home] keys.

Input cells are the only ones where data can be typed. If you attempt to enter data in a non-input cell, a beep will sound and the message "Protected Cell" will begin flashing in the upper left-hand corner of the screen. To clear the message and resume inputting data, press the [Esc] key one time.

Formulas to calculate totals and subtotals exist throughout the form. If, due to a rounding error, it is necessary for you to replace a calculated value, you can type directly over the displayed number. Doing so will also change the color of the number from white to yellow, indicating that a formula has been overwritten. If at any time you wish to restore an overwritten formula, place the cursor on the cell and press [F4]. If restoring the formula will change the displayed value, you will be asked to confirm the change before it is performed.

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In addition to being able to press [F4] to restore an overwritten formula, there are four other function keys available to you. These are listed on the bottom of the screen whenever the program is running. They include [F2] to edit the information in a cell already containing input, [F3] to return to the main menu, and [F5] to print. The use of the [F1] help key is discussed in Section 5 below. Pressing the [Esc] key is another way of bringing up the main menu.

5. GETTING HELP:

The Help system in the program provides on-line access to the line-by-line instructions from Bulletin 1744-2, Instructions for Preparing Financial and Statistical Reports for Telecommunications Borrowers, Form 479. Press [F1] from any input sheet to reach the instructions for part of the form you are currently editing. Subsequent pressing of [Page Up] or [Page Down] will allow you to scroll through the instructions for this part of the form (e.g. Part B). Press [Esc] once to leave the Help system.

You can also enter the Help system by selecting Help from the main menu. This method will take you to a table of contents for the entire Bulletin from which you can choose any section you wish.

Additional help with technical problems is available via e-mail at **help479@rus.usda.gov** or through the voice mail Help Desk **(703-812-6972)**.

6. SAVING & RETRIEVING DATA:

To save your work at any time select the Save option from the main menu. You will be prompted for a filename, and the file will be given the default extension .DAT. If you are saving data using an existing filename, you will be asked to decide whether to replace or backup the existing file. If you choose the backup option, a file with the same name but the extension .BAK will be created. It is recommended that working copies of data files be saved on the hard disk for optimum performance.

To load data from a saved file, select the Retrieve option from the main menu. Please be forewarned that retrieving a data file displaces the data presently in the program. Therefore, if you are working with more than one data set, be certain to save the current data before loading another set.

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7. CLEARING DATA:

If you want to create a new data set using a blank form, select New Data from the main menu. Please save the current data set before so doing because any data currently in the form is wiped out when the New Data option is engaged.

8. CHECKING FOR ERRORS:

To activate the error checking function, select Check for Errors from the main menu. This option will cause an Error Report to be prepared and displayed on screen. The report can be reviewed on screen or printed for convenience. As was noted in 1.B. above, the Error Report can be printed on any type of printer, as long as it can be printed to port LPT1.

The Error Report checks for inconsistencies within and across the different sections of the RUS Form 479. If, after reviewing your inputs, you continue to have an error message, it might be that you have an unexpected, albeit correct, entry on your form. If that is the case, you should provide an explanation of the reason for the "error" on the Error Report. A hard copy of the report should be submitted along with your data.

Please note that if you look at the Error Report before you type data in all sections of the form, a large number of errors will be found.

9. PRINTING:

To print any or all of the four pages in the form, select Print from the main menu or press [F5]. The Print menu allows you to select one page for printing, print all four pages (plus continuations as needed), or print the Error Report. It also allows you to export your data so that you can print through Excel or Lotus 1-2-3. In addition, before executing your print command, the program will prompt you to review the Error Report.

Printing some of the pages can take a while due to the amount of formatting that must be done before the form can be printed. The amount of time printing will take will vary widely based on the processing speed of your CPU and the speed of your printer.

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10. PREPARING DATA FOR SUBMISSION TO RUS:

Selecting Finalize from the main menu activates the procedures necessary for preparing data files for submission to RUS. Before files are written to the drive of your choice, you will be prompted to review the error report and urged to verify that the hard copy of the form which you have printed contains the final data set. Then you will be asked to specify a drive, and the data files will be saved. The two data files (which have the extensions .wk1 and .dat, respectively), one hard copy of the RUS Form 479 with original signatures and the Error Report are all that you will have to submit to RUS after using this program.

The data files may be sent as attachments to an e-mail or mailed on a floppy disk.

Submission via e-mail is the preferred method. See Roberta Purcell's memo of February 10, 2000 for the e-mail instructions. In either event, a single, signed hard copy of the form and error report should be sent.

11. EXITING PROGRAM:

Whenever you wish to end a session working on the form, select Exit from the main menu. The data that is in the form at the time you exit will still be there next time you start the program. However, to be on the safe side, it is recommended that you utilize the Save procedure to create your own file copy of the data before exiting.